CATASAUQUA AREA SCHOOL DISTRICT

Administrative *ACT 93 Benefits*

Middle School Principal

Assignment: Middle School
Department: Administration
Reports to: Superintendent

Position Definition: The Middle School Principal is a full time (12-month) position directly reporting to the Superintendent. The primary responsibility is to provide effective instructional leadership for the school building and manage those activities that contribute to the effectiveness of the total educational program. Duties include, but are not limited to, the following:

Essential Duties and Responsibilities

The Principal exhibits and utilizes professional knowledge in an effective manner.

- ► Assist in the selection and assignment of middle school personnel based on knowledge of ability, qualifications, past performance and school needs.
- ► Demonstrate knowledge of District and middle school curriculum.
- ► Lead curriculum development activities providing opportunities and encouragement for increased expertise and involvement of staff.
- ► Implement the District approved curricular scope and sequence in the middle school setting.
- ► Administer systematic and effective methods of objectively monitoring student progress.
- ► Utilize student achievement data in analyzing program effectiveness and identifying areas needing improvement.
- ► Demonstrate continued personal growth through participation in professional activities and organizations.
- ► Evaluate progress toward instructional goals and objectives and make needed adjustments.
- ► Provide leadership in identifying and solving issues and problems facing the profession.

The Principal utilizes effective strategies and activities in the performance of job responsibilities.

- ► Effectively supervise the instructional performance of the professional staff through frequent and ongoing observation and evaluation.
- ► Provide assistance to the professional staff in developing effective classroom management and discipline techniques.
- ► Act as a role model for expected staff behavior by demonstrating leadership, management, and instructional skills.
- ► Support the District's induction program for newly assigned personnel.
- ► Use sound judgment and foresight in the interest of school improvement.
- ► Administer school budget(s) in accordance with system regulations, board policies and legal requirements.
- ► Establish and clearly communicate building priorities and long range goals.

The Principal effectively plans and prepares for job responsibilities.

- ► Develop and implement administrative procedures consistent with federal law, state school law, state board of education and local school board policy.
- ► Make decisions in consideration of alternatives, consequences, and applicable research.
- ► Promote the incorporation of community resources into the middle school program.
- ► Provide for the maintenance of accurate and current personnel, student, and fiscal records.

- ► Establish and/or maintain safety and security arrangements for school plant facilities and equipment.
- ► Supervise health, guidance, and attendance services to ensure the equitable treatment of all students.
- ► Supervise the preparation of accurate budgets and effectively monitor expenditures.
- ► Ensure the accurate and efficient preparation of required district reports and requisitions.
- ► Monitor and audit student activity accounts.

The Principal exhibits effective human relation skills within the educational environment.
- ► Develop and maintain a positive staff morale, incorporating a leadership style utilizing a collaborative approach in programmatic, personnel, and other decisions.
- ► Personally interact with parent groups to promote positive school-community relations.
- ► Encourage parent meetings and involvement in school activities.
- ► Provide appropriate orientation and induction programs for teachers and staff members.
- ► Demonstrate fair and equitable treatment of all teachers, staff, and students.

The Principal effectively interacts with students.
- ► Establish high expectations for student achievement that are directly communicated to students.
- ► Maintain adequate student discipline through the implementation of a fair and effective discipline plan.
- ► Provide adequate supervision to support appropriate student behavior at all middle school sanctioned or sponsored activities.
- ► Encourage and allow students and student organizations to give meaningful and appropriate input to the operation of the school.
- ► Demonstrate an understanding of middle level students.

The Principal effectively communicates with others.
- ► Implement an effective method of reporting student progress.
- ► Communicate effectively both orally and in writing with various stakeholders of the school community.
- ► Effectively communicate and support administrative team decisions and school board policies.
- ► Provide for systematic, two-way, collaborative communication with teachers, staff and the community.

The Principal manages time effectively.
- ► Ensure the student and teacher schedules promote school objectives.
- ► Establish clear rules and expectations for the use of time allocated to instruction.
- ► Complete assigned tasks on time.

Other Responsibilities:
- ► Perform such other tasks and assume such other responsibilities as assigned by the Superintendent or their designee.

Qualifications

Education/Experience

- Minimum of five years teaching experience; masters degree in Educational Leadership or related field; PA Teaching certification; PA Principal certificate; skills and experience in managing multiple projects. Individual must possess a valid Pennsylvania driver's license at all times.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

Language Skills

- Ability to read and interpret documents such as safety rules, technical manuals, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and employees of the organization.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee frequently is required to use hands to handle or feel and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The employee is regularly required to use the phone, FAX, a computer, and document imaging equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.